



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
200 STOVALL STREET
ALEXANDRIA, VA 22332-2400

IN REPLY REFER TO

JAGINST 4200.3
64.2
28 April 1993

JAG INSTRUCTION 4200.3

Subj: CREDIT CARD POLICY AND PROCEDURES

Encl: (1) Judge Advocate General Procedures for Use of the
Credit Card

1. Purpose. To implement the Commercial Credit Card Program within the Office of the Judge Advocate General.

2. Information. The federal Government has long recognized the need for a cost effective and expeditious replacement for SF-44 (Purchase Order Invoice - Voucher), imprest fund and certain purchase order procurement methods. The Office of Federal Procurement Policy agreed to allow Federal agencies to test the use of a unique credit card for this type of purchase and, based on successful testing, authorized Navy activities to use the Credit Card Program under a mandatory GSA Schedule.

3. Responsibilities

a. Delegation of Procurement Authority. The Judge Advocate General will issue the delegation of contracting authority to cardholders.

b. Approving Official/Contracting Officer's Technical Representative. Code 64 will review the cardholder's monthly statement and serve as liaison with the contacts identified in paragraphs c and d below. Code 64 will certify the cardholder's monthly statements and ensure that payments are for purchases which are authorized and made per the Federal Acquisition Regulation (FAR), Defense FAR (DFAR) and agency regulations. Finally, Code 64 will serve as the liaison between the organization and credit card company, oversee the program and establish guidelines, and approve changes to dollar limitations or authorized merchant codes.

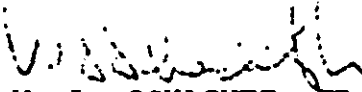
c. Administrative Office Contact. Code 64.2 will serve as the command focal point for coordinating applications, issuing and destroying cards, establishing reports, and providing administrative training.

d. Finance Office Contact/Dispute Office Contact. Code 64.12 will make payments based upon the approving officials' certified monthly statements. Code 64.12 will also coordinate, process and monitor all disputed purchases, credits or billing errors.

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e. Central Receiving Person. Code 64.22 will be responsible for visual receipt of the merchandise purchased by the card holder.

4. Action. Credit card purchase initiators, cardholders, approving officials and auditors, and other authorized officials will comply with the provisions of enclosure (1).


W. L. SCHACHTE, JR.
Acting Judge Advocate General

Distribution:

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64.2